

# Waste Collectors Licence Application Form



Rodney District Council  
Waste Licensing Officer  
50 Centreway Road  
Private Bag 500  
Orewa  
Auckland 1461



North Shore City Council  
Waste Bylaw Enforcement Team Coordinator  
Environmental Services  
521 Lake Road  
Private Bag 93 500  
Takapuna  
Auckland 1332



Waitakere City Council  
*Te Taiāo o Waitakere*

Waitakere City Council  
Waste Bylaw Officer  
6 Henderson Valley Road  
Private Bag 93 109  
Henderson  
Waitakere 0650

**Application to Waitakere City Council and/or North Shore City Council and/or Rodney District Council to undertake waste collection activities within the Council area. Completed licence form and annual licence fee to be returned to any of the above Councils.**

## Details of Applicant

Company Name: \_\_\_\_\_

Address: Registered Office: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax number: \_\_\_\_\_

Daytime contact name and telephone number: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Name of Manager responsible: \_\_\_\_\_

Trading name and associated 'brands': \_\_\_\_\_

## Details of Licensed Activities

Type of licensed activities eg. - brief description of operations to which licence will apply: \_\_\_\_\_

\_\_\_\_\_

Application period: From: Aug 1 \_\_\_\_\_ To: July 31 \_\_\_\_\_

## Council where licensed activities will be undertaken (tick appropriate box(es):)

Waitakere City Council  North Shore City Council  Rodney District Council

## Type of material collected under the licence (tick appropriate box(es):)

Household  Recyclables  Green Waste  Paper Waste

Inorganic  Prohibited  Hazardous  Commercial

## Facilities to which materials will be transported

Name, address and type of facility: Facilities identified as - Landfill, cleanfill, transfer station, compost site, recycling or other (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Declaration

I / We agree to fulfil the reporting requirements on waste data, and that the information provided is correct and accurate.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Title of applicant: \_\_\_\_\_

**The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.** Note: All company specific information received will be treated as confidential and subject to Local Government Official Information and Meetings Act (1987) (LGOIMA) requirements. Until such time as the licensing process has been completed to the satisfaction of all parties and a licence certificate is issued, an applicant is considered to be unlicensed.

Licence fee payment enclosed: (@\$300 (including GST p.a.). Total Fee: \$ \_\_\_\_\_

One Year  Two Years  Three Years  Four Years  Five Years

All cheques are to be made payable to Waitakere City Council. A receipt detailing the GST number, constituting a tax invoice, will be issued upon payment.

<b>For office use only</b>	<b>SFL Code: 30-4845-16000-768</b>
Receipt Number: _____	Amount: _____
Date: _____	Officer: _____
Licence Number: _____	Bond amount required: _____

## Checklist for Applicants as outlined in Part 9 of the Waste Bylaw

- Do you have a Health & Safety Plan?
- Do you have a Quality Management Plan? (Submit a copy of the "Table of Contents").
- Description of how your operation is contributing to the objectives of Council's Waste Management Plan (Attach a paragraph).
- What is the treatment (if any) for the waste that is intended to be collected? (Attach details of treatment for each type of waste to be collected).
- Methodology details: e.g. frequency, location (areas) to be collected from, means of removal, transportation and disposal. Indicate whether waste from different council areas will be commingled in collection vehicles and how the operator will determine tonnages collected in those areas. Indicate levels of training provided for individual operators and outline what responsibility the operator has to deal with containment and spillage issues.
- Vehicle specifications and receptacle details (Attach details indicating number of vehicle and their registration numbers, types of vehicles, types of receptacles, receptacle and truck covers).
- Provide details of applicants experience, reputation and track record in the waste industry (Attach a paragraph).
- Provide details of past operational issues affecting performance (Attach as appropriate).
- Provide details of financial position e.g. letter from bank or other financial institution indicating solvency (This is to confirm the ability of the applicant to satisfy the conditions of the licence).
- Provide certificates of public liability and vehicle insurances (A certificate from a broker is sufficient).
- Details of key contact person during term of licence - physical address, phone, fax and mobile numbers.

## Checklist for Receiving Officer

- Health & Safety Plan.
- Quality Management Plan "Table of Contents".
- Objectives of Council's Waste Management Plan.
- Waste treatment details.
- Methodology details.
- Vehicle specifications and receptacle details.
- Applicants experience, reputation and track record.
- Any past operational issues affecting performance.
- Financial position.
- Certificates of public liability and vehicle insurances.
- Bond assessed.
- Licence labels/stickers issued.